

## Job Title: Operations Supervisor - Production

Department: Environmental Services

Immediate  
Supervisor: Superintendent

Origination Date:	07/01/2001
Revision Date:	09/01/2013
Job Grade	608
FLSA Status	Exempt

### **BRIEF DESCRIPTION OF THE JOB:**

This position organizes and supervises the work of employees engaged in the operation and maintenance of either of the following City divisions: wastewater treatment facilities, wastewater collection system, water distribution system, water production and treatment, Environmental Compliance, or Sanitation. This position is responsible for the day to day operation and maintenance activities of a functional area or division. This position will provide recommendations and input in the planning, coordination, management and implementation of capital improvement projects and resources to ensure compliance with all state, federal, county and local regulations. Additionally, this position will generate reports, provide input for council presentations, provide leadership, direction, training, safety, and performance appraisals for employees. Monitor/manage operational budget.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Physical Strength Code		ESSENTIAL FUNCTIONS - PRODUCTION
1	L	Supervise employees: Write and evaluate performance appraisals, review work reports and ensure accurate compliance data reports, prepare work schedules, provide training and leadership, conduct staff meetings, provide professional development, participate in employee hiring process and enforce discipline when necessary.
2	M	Manage and oversee area of responsibility by providing technical assistance, guidance, training, conduct field inspections, and respond to internal and external customer inquiries; maintain compliance of county, state, and federal rules and regulations.
3	S	Demonstrate continuous effort to improve operations through new technologies, efficiencies and work processes. Work cooperatively to provide quality internal and external customer service.
4	S	Prepare and submit operational data and reports to the Superintendent. Prepare and submit necessary monitoring information to appropriate state and federal agencies for compliance with environmental laws and regulations. Represent the City and/or division at meetings of committees, advisory groups and regulatory agencies.
5	S	Actively participate in the development and revision of job descriptions, standard operating procedures(SOP), department policies, performance measures, operational and strategic planning, emergency response, and safety programs.

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Physical Strength Code		ESSENTIAL FUNCTIONS - PRODUCTION
6	S	Monitor for changes in laws and regulations that may affect department operations. Recommend changes to the current policies and procedures to comply with said changes; implement when approved.
7	L	Manage operational projects by developing scope of work, assist in financial planning, and by conducting project inspections until completion.
8	L	Provide recommendations and input in the development and preparation of the annual division budget. Review and approve expenditures and prepare requisitions for materials, chemicals, supplies and equipment. Contact vendors regarding pricing and services required for effective operations.
9	M	Provide technical input to outside consultants, engineers and/or developers in the planning of the City's infrastructure. Review and comment on design documents and specifications for future system improvements. Represent the department in Water/Wastewater infrastructure planning and development.
10	L	Troubleshoot operational and maintenance problems then direct the correction and repair. Ensure that product quality is operationally maintained during construction, maintenance and emergency repair activities. Ability to review plans, specifications, blueprints, and schematics.
11	S	Ensure that all staff is in compliance with safety rules and procedures by conducting regular safety inspections, safety tailgate meetings and safety policy review.
12		Review daily water production facility status and make operational decisions relating to plant performance and system demands. Monitor permitted Well capacity.
13		Provide facility tours to members of the public, elected officials and regulatory agencies.
14		Ensure that the operation and maintenance program for wells, storage tanks, booster stations, treatment facilities and pressure reducing valves reflect the City's goals and objectives

### **JOB REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, ADEQ Grade IV License in assigned area (i.e. Water Treatment, Water Distribution, Wastewater Treatment, or Wastewater Collections).
Reading	Work requires the ability to read manuals, letters, reports, graphical information, engineering guidelines, measurements and gauges.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, formulas, factors, and decimals.

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JOB REQUIREMENTS	
Writing	Work requires the ability to write clear and concise analytical letters, memos, and reports.
Managerial	Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Budget Responsibility	Substantial - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management.
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts is typically reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.